



Project Charter

Body Mounted Video Pilot Project

Requested by: Technology Steering Committee

Date Requested: 9/13/2010

Mission Statement

City Council has asked the Department to consider body mounted video (BMV) to provide transparency and thereby reassure the public and help to reduce complaints and litigation.

Project Objective

Explore feasibility of BMV as a technology mature enough for police deployment.

Gain a better understanding of the technical and operational impacts of camera equipment physically mounted on personnel, focusing on practical aspects of officer use and acceptance.

Benefits

The pilot will provide information to Seattle Police sufficient to address project objectives.

Scope

The Pilot Project will deploy six BMV systems for a 30 to 60 day test. The test is intended to explore the physical and operational limits of the technology (e.g., gauge the effects of weather and lighting and how the systems complement officer work assignments) and will include a Back Office component.

Completion Criteria

This project will be completed after a 30 to 60 day field test is completed, and the results of the test are summarized and transmitted to Council.

Initial Estimates

Equipment will be on-loan from a BMV vendor. At this time, we don't expect to incur any direct costs for the test, and anticipate there will be soft costs of 150 FTE hours. If any of the equipment is lost or broken, we anticipate the need to reimburse the vendor for expenses or replacement costs.

Funding

Work with existing funds.

Assumptions

1. Officer volunteers will be available to complete the pilot.
2. Test may be completed without undue disruption to officers' work routines.
3. Test may be conducted within existing legal authority as specified in RCW.

Constraints

1. Funding to complete the project is limited; possible need to identify source of funds to cover equipment damage or loss.
2. Policy regarding video and retention need to be reexamined to verify the project is in compliance with current State and City legal requirements.
3. Need to secure Guild support for the pilot deployment.

Risk Analysis

1. Operational impacts and administrative overhead may be significantly underestimated.
2. Administration and implementation of BMV back-office and video retention add to current workload for multiple organizations in SPD including, Records, Public Disclosure, Video Unit and Information Technology. This could impact pilot timeline.

Project Deliverables and Major Milestones

See chart attached.

Personnel

Executive Sponsors: A/C Sanford and A/C Reed

Project Manager/Leader: Bruce Hills

Project Team: Bruce Hills, Mike Quinn, Peter Harris, Legal Shawna Skjonsberg-Fotopoulos, Renne Bispham; Audit and Inspections - Fred Jordan, Training - David Drain, Photo Lab - Karim Miller, Patrol - Bicycle – Randy Jokela, Guild Representative – Rich O'Neill, Tom Pike, Dave Bunge, Randy Kyburz, Finance – Colette Alberts, CBO – Mike Katz

Project Deliverables and Major Milestones

#	Due Date	Milestone	Responsible	Date Completed or Status
1	10/6/2010	Complete Charter	Hills	10/6/2010 in first draft, Multiple revisions
2	10/30/2010	Complete protocol / operations manual	Training	January 2011 document in first draft; sent for Law Department review 01/19/2011; Legal opinion received 02/10/2011.
3	10/30/2010	Acquire test equipment and configure back office	Hills/ Information Technology	Done October 2010
4	1/11/2011	Conduct BMV test using simulated police situations	Training	Complete: 1/18/2011
5	TBD	Identify test groups and volunteers	Team	Pending resolution of discussions with Guild
6	TBD	Design and test evaluation instrument	Team	Pending resolution of discussions with Guild
7	TBD	Deploy and Monitor	Team	Pending resolution of discussions with Guild and issues identified in Law Department opinion
8	TBD	Pilot test close with final report and recommendation	Team	Pending resolution of discussions with Guild and issues identified in Law Department opinion
9	03/31/2011	Prepare request for federal earmark	Quinn	Done and transmitted 03/31/2011
10	04/30/2011	Prepare response to Council SLI	Quinn	05/06/2011 in first draft; revised 06/29/2011 and transmitted 06/30/2011

